



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
**SPECIAL TROOPS BATTALION, 3D CORPS SUPPORT COMMAND**  
**UNIT 29620**  
**APO AE 09096**

AETV-SCS-H

24 October 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Troops Battalion Policy Memorandum # 11, Personnel Accountability

1. PURPOSE. To ensure all soldiers are aware personnel accountability responsibilities.
2. APPLICABILITY. Headquarters, Special Troops Battalion all subordinate units.
3. Policy.
  - a. All supervisors will maintain full personnel accountability to include ensuring that detailed recall procedures/ FRG Chain of Concern phone trees are in place and tested bi-monthly.
  - b. Personnel accountability also includes a daily inspection of every soldier by his or her supervisor. Daily inspections not only ensure compliance with Army standards, they verify the welfare and well-being of every soldier.
  - c. Supervisors at every level will be actively involved in accounting for their subordinates, both on and off duty. Accountability includes knowing where subordinates are, knowing how they live, knowing their professional and personal needs, and knowing how best to meet those needs. Commanders and supervisors will administer personnel accountability in a positive manner and not restrict normal off-duty activities.
4. SUPERSESSION. This policy supercedes STB Policy Letter # 11, dated 20 Nov 2001.
5. EXPIRATION. This policy memorandum expires 1 October 2003.
6. "Fit to Fight!"

/// Original Signed ///

MICHELE M. PUTKO  
LTC, OD  
Commanding

Distribution:

A